Project Manager

Contemporary Office Interiors LTD - Vancouver

Job Description

**BASIC FUNCTION:**

The Project Manager has an integrative responsibility for all aspects of assigned contract furniture projects from inception of a project to the final close-out an invoicing. Plans, coordinates and oversees all tasks, critical dates, client and 3rd party relations after order placement to ensure that objectives of each assigned project are accomplished within prescribed time frame and funding parameters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but are not limited to:

**Customer/Account Servicing**

* Along with the Account Executive provides the single point of contact for customers for all project communications.
* Provides professional customer interface and client relations throughout the project.
* **Project Planning, Coordination and Management**
* Establishes overall project scope and manages dealer/manufacturer team to ensure coordinated effort in all aspects and phases of the project.
* Directs, coordinates and manages task assignments and completion for entire dealer team.
* Develops work plan, schedule and logistics based on overall project parameters, project schedule and scope, and customers’ goals.
* Assists in establishing fees, developing quote/presentation and making presentation to customer when required.
* Provides technical consultation to customer and customers’ team.
* Provides single point of contact after order entry for and coordinates with, client and all third party firms (A&D firm, contractor, cabling vendor, building manager, electrician, other trades, facility and IT groups etc.)
* Attends all client and construction site meetings.
* **Project Administration**
* Maintains detailed project documentation, including documentation of key project decisions and customer / project requests / revisions.
* Provides timely, formal written communications throughout the project to client, manufacturer and dealer team.
* **Manages accurate and detailed record keeping in the project file.**
* **Project Implementation**
* Assists in the preparation of RFP’s and quotes, the development of the proposal and the presentation to the client.
* Review technical services’ plans and specifications for accuracy, completeness and correct product application.
* Coordinates with client for order entry notes and product delivery scheduling.
* **Order Management**
* Reviews ship dates for adherence to original requirements.
* Interfaces with factory, as necessary, regarding shipping schedules and special instructions for the manufacturer and shipping carrier.
* **Installation/Implementation**
* Setting schedule, ensuring product is here on time, setting scope of work and ensuring daily goals are met.
* Supervises site installation daily, including performance of work, installation administration and timeliness of task completion.
* Ensures Installation Packages are complete and delivered in a timely manor.
* **Punch, Invoicing & Project Close-Out**
* Walks project and develops punch lists; responsible for punch list resolution.
* Confirms project completion and ensures all invoicing is timely and accurate.
* Manages all final close-out requirements.

**EDUCATION and/or EXPERIENCE**

* The position requires strong computer competency, must posses solid communication skills and organizational skills, the ability to work under pressure and multi task. To assist customers effectively, strong product knowledge is required.
* PMP certificate not required but an asset.
* Significant experience as an operations coordinator or similar role
* Has strong product and technical knowledge, including applicable building codes, correct product application, custom applications and pricing, price estimating and solicitation, electricity and cabling.
* Has the ability to produce takeoffs, specifications and order ready documentation if required.
* Has the ability to analyze, plan, schedule and implement project installation.
* Has a strong knowledge of all aspects of contract furniture management, including account management, project management, order presentation, order management, installation, relocation and contract furniture administration.
* Has a working knowledge of interior construction, moves and relocations, trucking, furniture manufacturing and shipping.